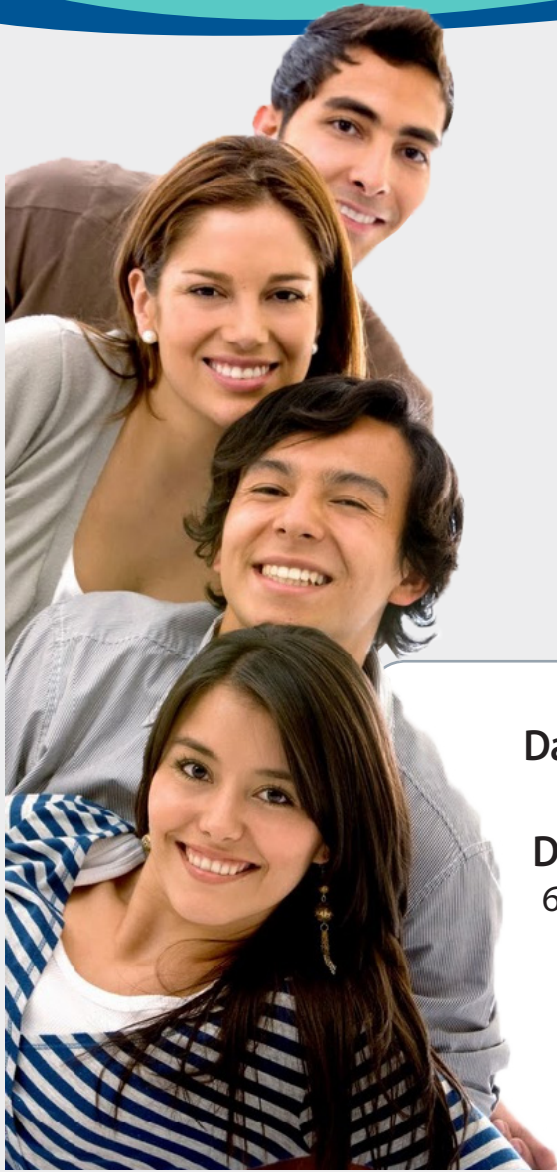


Youth Employment Essentials



Wednesdays–Fridays

May 21, 22, 23, 2014

May 28, 29, 30, 2014

June 4, 5, 6, 2014

4:00 p.m. – 5:00 p.m.

**Spanish Fork Employment Center
1185 N. Chappel Dr. • Spanish Fork**

For more information call 801-794-6600

Day 1: Resumé Writing Skills - Instruction on resumé basics and how to write a resumé with little to no work history.

Day 2: Interviewing Skills: Interview preparation checklist, 60 second commercial, using SAR, difficult questions, non-verbal communication and more.

Day 3: Finding and Keeping a Job: Networking skills, job search with technology, work ethic, punctuality and professionalism and social media.

Employers will be part of the Friday presentations to discuss what they are looking for and why.



Workforce Services • jobs.utah.gov



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.